

**Minutes from a meeting of the Concordia Council on Student Life
Held on October 26, 2007
SGW Campus EV-206 10:00 a.m.**

PRESENT: Mr. Roger Côté, Chair; Mr. David Baker, Secretary, Ms. Katie Sheahan, Dr. Sup Mei Graub, Ms. Louyse Lussier, Ms. Brigitte St. Laurent, Ms. Melanie Drew, Ms. Laura Stanbra, Ms. Anna Barrafato, Mr. Elie Chivi, Mr. Noah Stewart, Ms. Leah del Vecchio, Ms. Ruirui Zhu, Mr. Jermaine McFarlane, Mr. Jean Philippe Savard, Ms. Daniela Caputo, Ms. Claudie Boujaklian, Mr. William Curran, Ms. Katherine Hedrich, Ms. Marilyn Lessard, Ms. Lorraine Toscano, Ms. Rose Wangechi

ABSENT WITH REGRETS: Mr. Owen Moran, Dr. Fran Shaver, Ms. Lina Lipscombe

ABSENT: Dr. Monica Mulrennan, Mr. Zach Battat, Mr. Jean Brisebois

GUESTS: Mr. Terry Too, Mr. Brad Tucker, Ms. Angelica Novoa

1. APPROVAL OF AGENDA

The Chair called the meeting to order and moved on to the first item on the agenda. Mr. Stewart immediately moved to approve the agenda. Ms. del Vecchio seconded the motion. There were no objections.

The motion passed.

2. REMARKS FROM THE CHAIR

The Chair made some brief comments as to the direction Council is taking this year. In particular Council seems to be interested in promoting student success. As such, the Chair has arranged for some guests to be present to help us understand some of the services available in support of student success, and to understand the kinds of things the university is doing to help students in need.

3. APPROVAL OF MINUTES

There were no comments on September's minutes. Mr. Stewart moved to approve the minutes. Ms. del Vecchio seconded the motion.

The motion passed.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Report on distribution of CCSL Special Projects Approved Allocations 06-07

At the last meeting, the Chair was asked to confirm the funding allocation for 2006-2007. The Chair explained that the total approved budget for the CCSL Project Funding Committee is \$150,000 and that an additional allocation of \$15,000 is earmarked, subject to approval by CCSL, for the Off Campus Housing/Job Bank. The CCSL Project Funding Approved Allocations for 2006-2007 were distributed to Council. Ms Lussier confirmed that approved disbursements for 2006-2007 were \$123,250

4.2 CCSL observations on characteristics of new candidate for the titular incumbent of the position of President and Vice-Chancellor of the University

The Chair reminded Council that at the last meeting it was agreed that CCSL would submit its remarks to the Board of Governors in relation to the search for the President of

the University. The Chair tabled a document (Profile: President and Vice-Chancellor Concordia University: attached) that was used for the last time there was a search for a new President and Vice-Chancellor. The document is used as a guideline for the search committee. It explains what the Board of Governors is looking for when searching for a new President and Vice-Chancellor. The Chair asked if Council would like to make suggestions – either to add to existing comments or to add new comments. This discussion could be deferred to the next CCSL meeting, but if anyone had some immediate observations, Council could briefly discuss this. Mr. Stewart asked if the discussion could begin immediately since the Search Committee must be progressing it was important to begin a discourse. He believed that it would be valuable for someone to have experience in the Student Services sector and familiar with labour relations, given the disputes that are happening at the moment between some Concordia unions and the University. The Chair replied that he could verify the timeline for the Search Committee. He suggested deferring the discussion to next meeting. However, if someone had immediate suggestions, they could approach the Chair either in person or by e-mail. If Council would like to submit observations the Chair would write a letter to the appropriate authority but the letter would be authored and approved by CCSL. Mr. Savard asked if the comments will be attributed to an individual or attributed to the whole of CCSL. The Chair confirmed that all comments will be attributed to CCSL. The Chair asked if Council is in support of this. As there were no objections from Council, The Chair asked for a resolution. Mr. Stewart made the following motion:

BIRT The Concordia Council on Student Life recommends certain characteristics in regards to the search for the titular President and Vice-Chancellor, these characteristics being that the prospective candidate have experience with the Student Services Sector and experience with labour negotiations, in addition to characteristics that the Search Committee usually favours.

Moved by: Mr. Stewart

Seconded by: Ms. del Vecchio

The Chair asked for a vote. Two members voted in favour with no votes against and no abstentions. The Chair asked if he should ask for the vote again, as only two people voted. No one replied. Mr. Stewart asked only that CCSL be copied on the letter to the BOG.

Due to the fact that only two people voted for this resolution the motion does not carry as Robert's Rules of Order states that "Majority vote means that more than half of the people entitled to vote must approve the motion for it to pass" (21st Century Robert's Rules of Order, The Princeton Language Institute, Ed., *New York*, 1995. p. 84.) Given that the members of CCSL did not oppose the general intent of the motion it was agreed the Chair would follow and prepare a draft letter to the appropriate authority to present the views of CCSL on this matter.

4.3 Appointments of Members to CCSL Sub-committees

The Chair asked for the names of the persons appointed to the CCSL sub-committees. The Graduate Students' Association has yet to appoint anyone. The Chair mentioned that the GSA will have to deliberate on the assignments to the sub-committees.

Mr. Stewart informed Council of the following undergraduate appointments to the following sub-committees on behalf of the Concordia Student Union:

The CCSL Project Funding Committee:

Mr. Elie Chivi, Ms. Ruirui Zhu, Ms. Leah del Vecchio, Mr. Jermaine McFarlane.

The CCSL Awards Committee:

Mr. Zach Battat and Mr. Noah Stewart

Mr. Stewart confirmed that the undergraduate student who will be appointed to fill the current vacancy on CCSL will also sit as the third undergraduate representative on the sub-committee.

Campus Wellness Committee/Healthy Campus Initiative

Ms. Leah del Vecchio.

Housing and Job Bank Committee

Ms. Ruirui Zhu.

Committee on Alternative Revenue Generation

Ms. Ruirui Zhu, Mr. Jermaine McFarlane.

Committee on Communication and Awareness Raising of the Student Services Sector

Mr. Noah Stewart.

Mr. Stewart confirmed that the undergraduate student who will be appointed to fill the current vacancy on CCSL will also sit as the third undergraduate representative on the sub-committee.

Creation of Alternative Revenue Generation Committee and Communication and Awareness Raising

As these two new committees (Alternative Revenue Generation and Communication and Awareness Raising) were requested from a CCSL meeting in the Spring, The Chair confirmed that the sub-committees should be voted on and adopted. Ms Lussier moved to approve these sub-committees and Mr. Stewart seconded the motion. The vote was unanimous in favour.

The motion passed.

The Chair asked if Mr. Moran would sit as the Health Educator representative on the Wellness Committee and asked that Mr. Curran appoint a representative from the Libraries to sit on this committee.

Mr. Curran asked the Chair if an appointee from Libraries could sit on the Communication and Awareness Raising of the Student Services Sector Committee. The Chair agrees that this will be useful.

5. STUDENT LIFE ISSUES

Mr. Curran commented on how, at the last meeting, he was asked about offering double sided photocopying in the Libraries. He has since looked into this further. There are specific models of photocopiers that do double sided photocopies. They do have a tendency to break down easily which could create frustration and longer lines. He asked that if anyone knows of a photocopy machine brand that does double sided copies, please let him know and he will investigate those machines as well. The Libraries are very interested in this project and want to move on it quickly.

5.1 Mr. Brad Tucker

The Chair introduced Mr. Brad Tucker, Director, Institutional Planning. As Council expressed interest in the surveys conducted on the Concordia experience, an invitation was extended to Mr. Tucker to speak on this. Mr. Tucker spoke briefly about the following two surveys - The National Survey of Student Engagement (NSSE) and The Canadian University Survey Consortium (CUSC), which examine student engagement and student satisfaction. Of the 556 institutions participating 31 are Canadian and out of the 331,601 respondents about 60,000 are Canadian students. The results indicated that if Concordia students are registered in their 1st choice program, it is usually the program of study they are most satisfied with. However, the overall educational experience was lower than desired. Concordia wants to be able to provide a higher level of satisfaction for our students' university experience. As Council expressed interest in framing some suggestions for change Mr. Tucker confirmed that an analysis can be provided to verify if the recommendations proposed by CCSL are viable.

The following points were discussed

- Mr. Stewart expressed surprise on the survey statistics with respect to student debt
 - Statistics Canada shows the student debt is double the figures of NSSE and CUSC. Mr. Tucker explained that perhaps the size for the Stats Canada survey was larger and therefore the margin of error was different.
- Ms Lessard thought it would be beneficial if the NSSE and CUSC surveys could include additional questions that referred to the services sectors
- Ms Drew asked if there was data available on residence communities' dissatisfaction with living in the city
- Ms Drew asked about the availability of information on ratings for those universities with Health Services on campus. Would the ratings be different for those universities that have a Medical School?

5.2 Mr. Terry Too and Dr. Sup Mei Graub

Mr. Too presented a power-point on student success and retention at Concordia. There are many reasons why students do not succeed which can include health, financial, family

commitments, registered in the wrong program and/or work commitments. There are many issues the University needs to address in regards to student success. The one solution fits all approach does not work. Dr. Graub agreed and described the many programmes and services Counseling and Development has designed to help students succeed.

A discussion ensued on the various ways Student Services can assist individual students, departments and student associations in order to encourage and ensure student success. The following points were discussed:

- lack of awareness by students, including Continuing Education students, of the varied services that are available to assist them
- students appreciate the “personal touch” from the university (e.g. emails concerning fees, Gpa, etc).
- personalized emails re tuition deadlines with information on loans, bursaries, scholarships, etc
- Be pro-active - Send personalized emails to students at risk before mid-terms with information on the appropriate services that would be of assistance
- Improve course evaluation questionnaire to include questions that are not professor specific (e.g. adequacy of classrooms, etc)
- Strive for a cohesive identity for Concordia – cross departmental collaboration
- Include information about student services in the course outline
- Make use of the plasma screens on campus to advertise services

The Chair reiterated the importance of addressing the issue of awareness and the promotion of student services on campus. He felt this was an initiative that CCSL can and should be involved with in order to promote student success and improve the quality of student life.

6. REPORTS AND ITEMS OF INFORMATION

Mr. Curran said that students have asked for an extension of Library hours. Mr. Curran is willing to investigate this possibility but there are issues of safety that must be considered. Usually the Library hours are extended roughly a week to two weeks before exams. The wish to extend this period to three weeks would not be possible for the December exams but certainly can be reviewed for the Spring exam period. (See attached Library schedule.)

7. NEW BUSINESS

Mr. Stewart asked the Chair if items can be added to the agenda for the next meeting. From a procedural point of view Council has always been flexible in accepting motions from the floor. However, if the issue is a major item, a notice of motion prior to the next meeting would be required.

Mr. Curran reminded Council that if there is to be a request for a change of Library hours, he should be informed within the week. The Chair replied that Ms. Novoa will prepare the request to Mr. Curran in writing.

8. NEXT MEETING

The next CCSL meeting is on November 30, 2007 at 10:00 a.m. in S-H-769. A representative from Environmental Health and Safety and Libraries will be invited to attend.

9. TERMINATION OF MEETING

Mr. Stewart motioned to adjourn the meeting and it was seconded by Mr. Savard.

The motion passed